

Trustee's Motion to Dismiss (Ch 13 PDX) (Batch Filing)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Batch Filings**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Each case number should be typed in this extendable window.
 - ☐ Click **Next**.
- STEP 4.** A document selection screen displays.
- ☐ Each case number will appear above the document window as a hyperlink to the respective docket report. This is an opportunity to verify each case before proceeding.
 - ☐ Select **Trustee's Motion to Dismiss (Ch 13 PDX)**.
 - ☐ Click **Next**.
- STEP 5.** The PDF attachment screen displays with a **Browse** window for each of the target cases.
- ☐ Click **Browse** to select each and every appropriate PDF to attach.
 - ☐ When the correct PDF files have been associated for all the cases, click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 7.** The **Docket Text: Final Text** screen displays.
- ☐ Confirm the docket text is correct.
 - ☐ Click **Next**.
- STEP 8.** The **Notice of Electronic Filing** screen displays.